



Montana  
**Office of Public Instruction**  
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TO: System Test Coordinators  
FROM: Judy Snow, State Assessment Director  
DATE: January 2015  
RE: Test Security Information on Responsibilities and Agreements for the Spring 2015  
Science CRT and CRT-Alt in grades 4, 8, and 10.

The memo provides information on the responsibilities of System Test Coordinators, key information for test administration and test security training, and instructions for using the online program for test security agreements.

**This document is specific to the Science CRT and CRT-Alternate.**

### **1. Responsibilities**

The System Test Coordinator for the CRT-Science or CRT-ALT assessment(s) is responsible for the training of educators who handle testing materials and/or administer the assessment(s).

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions. With the exception of test questions released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions are to be regarded as secure instruments and are for the sole purpose of the Montana CRT-Science and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the System Test Coordinator, you are required to certify online that you have received and provided training in test security, handling of test materials, test administration, accommodations, and calculator use to the appropriate educators in your system, such as school principals/authorized representatives, school test coordinators, and test administrators and have communicated to the appropriate educators that it is their professional responsibility to maintain the security of the test and test materials. It is essential that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in the *2015 Guidelines and Procedures for Test Security*, Appendix F.

It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school with the principal/authorized representative.

Please advise all school principals/authorized representatives in your system to download information about their responsibilities and their agreements. In addition, please provide the link to the test security information for all teachers.

*The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.*

## 2. Key Information for Training

**Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents:**

- *Test Coordinators Manual for the CRT-Science and the CRT-Alt*
- *Test Administrator Manual for the CRT-Science*
- *Test Administrator Manual for the CRT-AI*
- *Test Security Guidelines*
- *PDF Copy of Testing Irregularity Report (TIR)*
- *Accommodations Manual and Guidance Memo*
- *Samples of Information Memos for System Test Coordinators, Principals/Authorized Representatives, and Teachers*

### **Test Materials**

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test questions may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

### **In the Testing Classroom**

- What constitutes coaching?
- What constitutes a security breach?
- What materials can and cannot be displayed in the testing classrooms?

### **Accommodations Reminders**

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT-Science or the need for independent work by the students.
- Allowable standard accommodations for the CRT-Science that are described in a student's IEP/504 Plan should match those used during the administration of the CRT-Science.
- Non-standard accommodations for the CRT-Science that are described in a student's IEP/504 Plan should be used during the administration of the CRT-Science.
- Accommodations coded with \* are suggested as appropriate for Limited English Proficient (LEP) students.
- Accommodations coded with \*\* are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.
  - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT-Science with an accommodation keyed with \*\*. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 [jsnow@mt.gov](mailto:jsnow@mt.gov)

- For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.
  - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
  - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
  - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
  - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Instructions for the online process to request approval will be provided to system test coordinators in a separate document.

### 3. Reporting a Testing Irregularity or Security Breach

#### Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the principal and the System Test Coordinator who will contact OPI within 3 days in person or by phone.
- The Testing Irregularity Form (TIR) is to be completed online on the MontCAS Online Reporting System within 5 days of the incident. Instructions for the online process to report a testing irregularity have been provided to system test coordinators in a separate document.
- To assist you in collecting the information needed to submit online, a copy of the form is included on in Appendix A of the *2015 MontCAS Test Security Guidelines*  
opi.mt.gov/curriculum/MontCAS/index.html?gpm1\_9
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension of time to send in the TIR.
- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment Director. A copy of the paper form in Appendix G of the Test Security Guidelines and a pdf copy is online  
opi.mt.gov/curriculum/MontCAS/index.html?gpm1\_9 It can be mailed or faxed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or [jsnow@mt.gov](mailto:jsnow@mt.gov)

### 4. Submitting the Agreement

Immediately after testing is completed, please go online to complete the test security agreement for your school system.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then select System Test Coordinator, then select your system (s) .
- **NOTE: In some cases, one person may fill more than one role for a system or fill roles for several systems. A Test Coordinator Security Agreement must be submitted for every role and for every system.**
- **All agreements must be submitted immediately after testing is completed; otherwise, delays may affect the scoring and reporting for the entire state.**